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DIARY NOTES

Executive Director-Comptroller



3 August 1965

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1. I interviewed [redacted]
[redacted] for physical disability and is interested in a job. I turned him over to the Office of Personnel.

2. The Director advised me that he spoke to [redacted] about a CIA quota in certain schools which are sponsored by the FBI and that [redacted] undertook to explore this. The Director asked me to follow up on it.

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3. In discussions with Dick Helms and the Director it was decided that we would have a duty officer in the Director's office on Saturdays, Sundays, and holidays beginning 7 August. I will see that this is cranked into the Operations Center SOP and publish an Agency notice giving the hours during which this duty officer will be in the Director's suite and those during which he will be on telephone standby at home. I will also publish a duty roster.

4. I talked to Bob Bannerman about establishing a cafeteria in the [redacted] Later I telephoned Bill Schmidt, the Acting Commissioner of the Public Buildings Service, about this (he is also a member of the Board of Trustees of Government Services, Incorporated). Bill seemed very sympathetic to our problem and thought the arguments which he suggested we put forth in a letter would sell it. I arranged to have the letter, which is addressed to the Administrator, hand-carried to Bill, who will let me know if he has any question about it and will forward it to the Administrator if he considers it favorably.

5. With the idea that the ten-minute film [redacted] preparation of which Mr. McCone had requested several months ago, would be useful in our "selling" program which the Director is promoting, I inquired as to its status and found that absolutely nothing had been done. I asked John Richardson to get this on the track and to produce something by the first of the year at the latest.

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6. Bob Bannerman was in to brief me on a deficiency in our light switches which could result in an individual getting a severe shock. I asked him to explore as quietly but as thoroughly as possible what remedial steps we could take, but by all means not to publicize this.

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8:45		1:00	
9:00	Executive Committee	1:15	
9:15		1:30	
9:30		1:45	
9:45		2:00	Stallik - []
10:00		2:15	
10:15		2:30	
10:30	[]	2:45	
10:45		3:00	w/klms
11:00		3:15	
11:15		3:30	
11:30	Ellen	3:45	
11:45		4:00	Bannerman
12:00		4:15	Clarke
12:15	[]	4:30	
12:30	Kent	4:45	
12:45	Lunch w/ []	5:00	
		5:15	Bannerman

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